



Job Title: Project Coordinator, Health Policy

Department: Health Policy & Practice Services (HPPS)

Directly Reports to: Director, Reimbursement and Regulatory Affairs

The American Academy of Physical Medicine and Rehabilitation (AAPM&R), the premier professional association for rehabilitation physicians, has an immediate opening for a Project Coordinator, Health Policy to join our team. We are working a hybrid schedule with 2 days per week required in our Rosemont, IL office.

AAPM&R serves more than 9,000 board certified physicians who specialize in physical medicine and rehabilitation (one of 24 ABMS certified board-certified medical specialties).

General Summary: A forward-thinking health care association professional with the opportunity to grow and influence current and future Academy health policy priorities. Works closely with Health Policy, Practice, and Advocacy Committee. Provides administrative support for the Department of Health Policy and Practice Services (HPPS) and helps facilitate department communications and packaging of HPPS deliverables to demonstrate member value. The Project Coordinator assists advances advocacy projects prioritized by member committees.

Essential Duties and Responsibilities:

1. Serves as project lead for Workgroups assigned to update Academy position statements.
2. Performs duties related to the Health Policy, Practice, and Advocacy Committee and related subcommittees including managing committee inquiries, leading virtual and in-person meeting logistics, supporting agenda preparation, and drafting meeting minutes as needed.
3. Serves as project lead for the appointment of Academy members to various external liaison opportunities with medical societies, federal agencies, etc.
4. Supports the Academy's work on the American Medical Association House of Delegates (AMA HOD) Mobility Caucus.
5. Provides logistical and communications support for the Academy's Technology Summit.
6. Coordinates communications for the HPPS team including the development of news stories, leads team content development and review for the Academy's print newsletter, and facilitates team review of all advocacy promotional materials.
7. Posts HPPS deliverables on Academy's Website and keeps advocacy webpages up to date.
8. Facilitates information exchange between Academy members. Manages the Health Policy email inbox and responds to questions on Academy's health policy and practice activities, including position statements.
9. Leads the HPPS team efforts related to survey development in the Alchemer survey platform.
10. Manages the HPPS team calendar including identifying internal and external team deadlines.
11. Assists with the development of advocacy campaigns using the Academy's grassroots member engagement platform, Voter Voice.
12. Processes invoices and expense reports from staff and committee members and supports annual budgeting process.
13. Performs other duties as assigned by the Director of Reimbursement and Regulatory Affairs.

Required Knowledge, Skills and Abilities:

1. Exceptional customer service skills, including the ability to respond to Academy members, internal staff and others in a professional, knowledgeable, helpful, and friendly manner.
2. Strong research, evaluation, and data entry skills and excellent attention to detail.

3. Ability to organize, prioritize and complete multiple tasks and projects within deadlines.
4. Excellent oral and written communications skills and ability to convey ideas both clearly and accurately.
5. Capability to effectively collaborate within and across departments in order to achieve both departmental and organizational goals.
6. Self-motivated with proven interpersonal and team skills, including the ability to work productively with physicians and colleagues from other organizations. Maintains high professional standards of integrity, ethics, and commitment to the goals of AAPM&R.
7. Computer skills including proficiency in Microsoft Office and Internet navigation. Knowledge of association management processes and iMIS database system a plus.
8. Written and spoken fluency in English required.

Education and Experience:

1. Relevant Bachelor's degree. Degree in political science or health policy preferred.
2. Two or more years at a medical association is preferred.
3. Interest and experience in healthcare.

Estimated Travel:

5% annually including some weekend and evening committee meetings.

How to Apply for a Job with AAPM&R:

Submit your cover letter and resume to: careers@aapmr.org. **No faxing or phone inquiries please.**

- **AAPM&R offers an excellent hybrid work environment, competitive salary, and a very comprehensive benefits package. Additionally, we are an Equal Opportunity Employer (EOE). AAPM&R instituted a Covid 19 vaccine policy for all employees. It is required as a condition of employment.**
- **Must have access to Rosemont, IL office on a weekly basis.**